

WORKPLACE HEALTH & SAFETY MANAGEMENT PLAN

# 1. Introduction

The Contractor shall be responsible for the safety of all activities on the Site and shall comply with all relevant provisions of the Vanuatu Health and Safety at Work Act and the Public Works Department Work Safety Guidelines.

This Workplance Health and Safety Management Plan defines the responsibilities of the contractor with regards to ensuring that the management of the of the road works is undertaken in professional manner that minimizes the risks for workers, nearby communities and the road users.

Contractor will:

* make this plan available to all workers on this project and ensure they have the opportunity to read, understand, clarify and ask questions;
* keep a copy of this plan readily available for the duration of the project;
* ensure that this plan is implemented in all relevant aspects.

## 2. Health & Safety Awareness Training

The contractor should use the services of a qualified service provider who shall be nominated for PWD approval and shall undertake Health & Safety awareness training for the communities and his staff on the potential impacts of construction work and related health and safety issues (including HIV/Aids, STD Prevention etc.). The PWD can provide training materials to help to promote or broaden their understanding on the possible impacts of road works on workers and the surrounding community. The training should over the following topics:

* Understand the importance of safety at work;
* Know the responsibilities for ensuring safety at work;
* Understand what are safe work practices;
* Understand proper use of road safety signage during road works;
* Know how to control traffic safely during road works;
* Responsible behavior for the prevention of HIV/Aids and STDs;
* Distribution of free condoms.

Service Provider will develop an implementation program that will be subject to PWD’s approval before the commencement of training.

## 2.1 Health & Safety awareness training meetings

The qualified service provider will conduct Health & Safety awareness training for the communities and his staff must provide the following:

* Provide safety induction courses for all Contractor's Personnel. All such workers and staff shall attend a Health & Safety induction course within their first two weeks on Site. The information and instructions and attendees at each induction course shall be recorded for monitoring purposes;
* Provide an abbreviated Health & Safety induction course which shall be attended by visiting Employer's Personnel and other authorised visitors on their first visit to the site and at appropriate intervals thereafter;
* Conduct Health & Safety meetings that will focus on the above list of topics. The summary report will be prepared and forwarded to the Construction Supervisor together with the claim for payment. The Contractor shall inform the Construction Supervisor seven (7) days in advance of the dates of these meetings and the Construction Supervisor may attend at their discretion.

## 2.2 Personal Protective Equipment

The Contractor shall ensure that all Contractors Personnel wear personal protective equipment. This includes, but not limited to, safety vests (hi-viz), hard hat (if required) and appropriate foot wear. Contractors Personnel undertaking concrete works are to be provided with gloves, masks and rubber boots as appropriate. Masks and/or ear protection are to be used as required. The appropriate personal protective equipment (PPE) will be provided to the workers at no cost to them. The Contractor’s site supervisor will ensure the equipment is used;

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| --- | --- |
| To ensure safety of workers engaged in maintenance activities along the road, workers should wear reflectorized yellow- or orange- coloured safety vests  or harnesses and other safety equipment as outlined in the previous section. |  |

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| --- | --- | --- | --- |
|  | Sufficient and clean drinking water for all workers to be on site at all times |  | Toilets on or near the site to be available for the workers. |
|  | Suitable protection from rain and sun during rest breaks or weather stoppages |  | Workers are not forced to work in extreme weather (heavy rain, strong winds etc) |
|  | Site Supervisors should be trained in basic first aid to be able to provide care. |  | The Site Supervisor should know where the nearest hospital/clinic is and where an ambulance or quick transport can be found. |
|  | First aid kit on site at all times |  | No alcoholic drinks or drugs during or before starting work (kava, marijuana) |
|  | Machinery operators must be properly trained to use the machine. |  | Protective clothing to be worn at all times:   * Safety boots. * Reflectorized yellow or orange-coloured safety vests or harnesses. * Hats where there is strong sun. * Goggles/masks when working in dusty condition * Gloves when working in bush clearing and removal of obstructions. * Hard hats when working on sites where there is a danger of falling objects, e.g. in deep drains, digging pit latrines, work in quarries, etc |

## 2.3 Workplace Safety

Workplace safety is an important issue for everyone. It is everyone’s responsibility to:

* Be aware of safety risks at all times;
* Report safety issues to supervisors;
* Follow safety procedures at all times.

## 2.4 First Aid Station

The Contractor shall provide an appropriately equipped first-aid 'station' in the construction camp.

First aid station shall be placed on a visible spot and readily available to the workers.

## 2.5 Guidelines in Hiring

The Contractor must follow the following guidelines in hiring:

* Child labour will not be used; children are not allowed on the work site, at any time. This applies to all sites, including routine maintenance activities;
* Trafficked or forced labour will not be used;
* Workers will not be discriminated against in respect of gender, race, age, employment or occupation.

## 2.6 Workmen’s Compensation

The Workmen’s Compensation Act of Vanuatu requires all employers to insure their employees for workplace accidents and injuries. Under the Employment Act (section 46) the employer must notify a labour officer of any accidents.

## 2.7 Demobilization

During the demobilization phase, Contractor shall comply with the following requirements:

* Store and consolidate all contracts with community or individually employed personnel;
* Store records of all working hours and have them confirmed by each worker on site;
* Demobilize the work force only after meeting the obligations in terms of payments of salaries and wages, other benefits and compensation, to mitigate the risk of potential later dispute;
* Settle any due payment of the compensations and claims relating to the lease or purchase of camp site land;
* Appoint competent persons to lead demolition must be identified.

# 3. HIV/AIDS and STD Prevention Activities

Contractor will comply with the following requirements related to the HIV/AIDS and STD prevention:

* Instruct his personnel to respect the community boundaries and not to get involved with unprotected sexual affairs with the members of the community;
* Liaise with PWD and available service providers, hold workshops and meetings to provide health and safety education campaigns to the Contractor's team and the local community about the risks of STD’s and HIV/AIDS;
* Monitor the behaviour of the his workers as far as reasonable if staying on-site overnight;
* Take action if a health issue involving one of your employees arise;
* Contractor will not stigmatise or discriminate against those members of the community who may be HIV/STD positive and who may be seeking employment at the road sites. They too should be given the opportunity to work on the sites if they are still able and they should be treated with due respect;
* Report on the health and safety issues at the works progress meeting.
* Ensure that the WHS Awareness Training, including HIV/AIDS and STD prevention awareness campaign will be carried out in accordance with the PWD Social and Environmental Safeguards and the PWD Social Safeguards Framework Training Modules.
* Instruct his employees to participate in the WHS Awareness Training, including HIV/AIDS and STD prevention awareness campaign during working hours or any period of overtime provided for in the relevant employment contracts;
* He shall also invite and persuade the local communities along and in the vicinity of the construction site to participate in the WHS Awareness Training, including HIV/AIDS and STD prevention awareness campaign;
* Shall not do anything to dissuade his Employees or targeted local communities from participating in the HIV/AIDS and STD prevention awareness campaign.

**Workplace Health & Safety (Including HIV/Aids – STD Prevention) Awareness Meeting Report**

Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Claim No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period covered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **#** | **Topics Covered** | **Achieved** | **Remarks** |
| 1. | Understand the importance of safety at work |  |  |
| 2. | Know the responsibilities for ensuring safety at work |  |  |
| 3. | Understand what are safe work practices |  |  |
| 4. | Understand proper use of road safety signage during road works |  |  |
| 5. | Know how to control traffic safely during road works |  |  |
| 6. | Responsible behavior for the prevention of HIV/Aids and STDs and distribution of condoms |  |  |
| 7. | Vector borne diseases (malaria, dengue, and other) |  |  |
| 8. | Other health risks (dust, noise, etc.) |  |  |

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| --- | --- | --- | --- | --- | --- |
| **#** | **Attendees of Meeting** | **Female** | **Male** | **Total** | **Remarks** |
| 1. | From the local Community |  |  |  |  |
| 2. | From PWD |  |  |  |  |
| 3. | From other Government Departments |  |  |  |  |
| 4. | From the Contractor’s Staff |  |  |  |  |
| 5. | Other Attendees |  |  |  |  |
| 6. | Total Attendees |  |  |  |  |

I herby declare the above to be a true reflection of actions taken to ensure compliance with the requirements of the Specification

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_